

**MARIN COUNTY CONGESTION MANAGEMENT AGENCY  
MEETING MINUTES**

Thursday, June 26, 2003

Marin County Board of Supervisors Chambers, San Rafael, California

Representatives Present: Al Boro, San Rafael City Council  
Peter Breen, San Anselmo Town Council  
Mike DiGiorgio, Novato City Council  
Alice Fredericks, Tiburon Town Council  
Steve Kinsey, Marin County Board of Supervisors  
Joan Lundstrom, Larkspur City Council  
Dick Swanson, Mill Valley City Council

Representatives Absent: Amy Belser, Sausalito City Council  
Tom Byrnes, Ross Town Council  
Frank Egger, Fairfax Town Council  
Michael Lappert, Corte Madera Town Council  
Bruce Sams, Belvedere City Council

Staff Members Present: Farhad Mansourian, CMA Executive Director  
Art Brook, CMA Deputy Executive Director  
Craig Tackabery, Assistant Director, DPW  
Dean Powell, Principal Transportation Planner, Marin County DPW  
John Loll, Marin County Transit District Manager  
Jack Baker, Senior Civil Engineer, Marin County DPW  
Tho Do, Associate Civil Engineer, Marin County DPW  
Berenice Davidson, Assistant Engineer, Marin County DPW  
Patricia Howell, Recording Secretary

Chairman Kinsey called the CMA meeting to order at 7:41 PM.

1. AGENCY DIRECTOR MATTERS NOT ON THE AGENDA

None.

2. APPROVAL OF CMA MINUTES OF MAY 22, 2003 MEETING

**M/s Fredericks/Lundstrom, to adopt the minutes with a minor correction to the minutes reference date in Item 2. Motion passed 6/0/1 (representatives from Sausalito, Ross, Fairfax, Corte Madera and Belvedere not present; representative from Novato abstaining).**

3. EXECUTIVE DIRECTOR'S REPORT

None.

4. REVIEW OF FY 2002-03 FINANCIAL REPORT

Staff presented the FY 2002-03 Financial Report, and it was accepted by the Agency.

5. ADOPTION OF FY 2003-04 PROPOSED BUDGET

Staff presented the FY 2003-04 Proposed Budget and answered agency member questions regarding revenue, expenditures, contracted professional services, and county staffing changes.

**M/s Boro/Breen, to adopt the FY 2003-04 Proposed Budget as presented. Motion passed unanimously by those present 7/0/0 (representatives from Sausalito, Ross, Fairfax, Corte Madera and Belvedere not present).**

6. AUTHORIZE CHAIRMAN TO EXECUTE PROFESSIONAL SERVICES AGREEMENT WITH NELSON/NYGAARD FOR PREPARATION OF A TRANSPORTATION SALES TAX EXPENDITURE PLAN

Staff presented the Nelson/Nygaard Continuation Scope of Work for Developing an Expenditure Plan for the transportation sales tax measure.

**M/s DiGiorgio/Fredericks, to authorize Chairman Kinsey to execute the proposed Professional Services Agreement with Nelson/Nygaard for preparation of a transportation sales tax expenditure plan, in the amount of \$60,000. Motion passed 6/0/1 by those present (representative from Mill Valley dissenting; representatives from Sausalito, Ross, Fairfax, Corte Madera and Belvedere not present).**

7. AUTHORIZE CHAIRMAN TO EXECUTE PROFESSIONAL SERVICES AGREEMENT WITH DKS ASSOCIATES FOR PREPARATION OF THE 2003 CONGESTION MANAGEMENT PROGRAM

Staff presented the DKS Associates Scope of Work for preparation of the 2003 Congestion Management Program, noting that this contract was an extension of a contract approved by the CMA in May 2002 with DKS for monitoring.

Public comments were made regarding the importance of Agency Members being more active in decisions regarding the Agency's priorities within the scope of work, and urging face-to-face discussion of these matters.

**M/s DiGiorgio/Lundstrom to authorize Chairman Kinsey to execute the proposed Professional Services Agreement with DKS Associates for the preparation of the 2003 Congestion Management Program in the amount of \$8,900. Motion passed unanimously by those present 7/0/0 (representatives from Sausalito, Ross, Fairfax, Corte Madera and Belvedere not present).**

8. TRANSPORTATION-LAND USE WORK PROGRAM FY 2003-04

Staff presented the proposed Transportation-Land Use Work Program for FY 2003-04 and the MTC/CMA Association Work Plan "menu of options," stating that the strategy would be to pursue site-specific Transit-Oriented Development studies in subsequent years after completing the first year work program.

A public comment was made thanking staff for the inclusion of studying parking standards in the work program, but questioning if this task was under-funded.

**M/s Swanson/Breen, to approve the proposed Marin County CMA Transportation-Land Use Work Program for FY 2003-04, with direction to staff to present an action plan, to tailor at the time of the RFP. Motion passed unanimously by those present 7/0/0 (representatives from Sausalito, Ross, Fairfax, Corte Madera and Belvedere not present).**

**9. REQUEST FROM SUPERVISOR MURRAY TO REVIEW LATEST GOLDEN GATE TRANSIT REVISED SCENARIO E PROPOSAL**

The Agency briefly discussed the latest Golden Gate Transit Revised Scenario E proposal.

Public comments made included ideas on revenue sources and opportunities, including a recommendation to reduce the FasTrak discount to raise toll revenues. It was urged to submit a letter to that effect as the San Francisco County Transportation Authority has done.

Chairman Kinsey urged the cities and towns of Marin to write letters as suggested, since the CMA had already expressed their views to the Bridge District.

**10. OPEN TIME FOR ITEMS NOT ON THE AGENDA**

None.

Chairman Kinsey adjourned the CMA meeting at 8:30 PM.

**MARIN COUNTY CONGESTION MANAGEMENT AGENCY,  
MARIN COUNTY BOARD OF SUPERVISORS, AND MARIN COUNTY TRANSIT DISTRICT  
JOINT MEETING MINUTES**

Thursday, June 26, 2003

Marin County Board of Supervisors Chambers, San Rafael, California

Representatives Present: Susan Adams, Marin County Board of Supervisors  
Al Boro, San Rafael City Council  
Peter Breen, San Anselmo Town Council  
Mike DiGiorgio, Novato City Council  
Alice Fredericks, Tiburon Town Council  
Steve Kinsey, Marin County Board of Supervisors  
Joan Lundstrom, Larkspur City Council  
Cynthia Murray, Marin County Board of Supervisors  
Annette Rose, Marin County Board of Supervisors  
Dick Swanson, Mill Valley City Council

Representatives Absent: Amy Belser, Sausalito City Council  
Hal Brown, Marin County Board of Supervisors  
Tom Byrnes, Ross Town Council  
Frank Egger, Fairfax Town Council  
Barbara Heller, Marin County Transit District  
Michael Lappert, Corte Madera Town Council  
Bruce Sams, Belvedere City Council

Staff Members Present: Farhad Mansourian, CMA Executive Director  
Art Brook, CMA Deputy Executive Director  
Craig Tackabery, Assistant Director, DPW  
Dean Powell, Principal Transportation Planner, Marin County DPW  
John Loll, Marin County Transit District Manager  
Jack Baker, Senior Civil Engineer, Marin County DPW  
Tho Do, Associate Civil Engineer, Marin County DPW  
Berenice Davidson, Assistant Engineer, Marin County DPW  
Patricia Howell, Recording Secretary

Chairman Kinsey called the joint meeting to order at 8:30 PM.

**11. BOARD/AGENCY MEMBER MATTERS NOT ON THE AGENDA**

Chairman Kinsey asked staff to describe the new impact fees that would be presented at the Board of Supervisor's July 15<sup>th</sup> meeting. He also suggested that staff investigate opportunities to increase school traffic citation fees as a possible funding source for school access programs, such as a crossing guard program.

**12. APPROVAL OF JOINT MINUTES OF MAY 14 AND 22, 2003 MEETINGS**

**M/s Lundstrom/Fredericks to adopt the May 14, 2003 minutes with a minor correction to the date of the minutes. Motion passed 6/0/4 (Supervisor Brown and representatives from Sausalito, Ross, Fairfax, Corte Madera, Belvedere, and Transit District not present; Supervisors Adams, Murray, and Rose and the representative from Novato abstaining).**

**M/s Lundstrom/Fredericks to adopt the May 22, 2003 minutes as presented. Motion passed 9/0/1 (Supervisor Brown and representatives from Sausalito, Ross, Fairfax, Corte Madera, Belvedere, and Transit District not present; Supervisor Adams abstaining).**

A public comment was made requesting that the CMA minutes be revised to a format used by the Board of Supervisors and that the minutes be posted on the Board of Supervisors' website.

### 13. EXECUTIVE DIRECTOR'S REPORT

Executive Director Farhad Mansourian distributed a confidential Grand Jury Report on transit in Marin to the Joint Committee and asked that it be agendaized for a future meeting, since the joint committee was being asked to respond to it. He also recommended canceling the July 2<sup>nd</sup> Executive Committee, and rescheduling it for a date before the next CMA meeting to be held July 24<sup>th</sup>.

Assistant Director Craig Tackabery presented an update on HOV GAP Closure Project, stating that the project remains on schedule. He also presented the HOV annual report prepared by Caltrans for informational purposes.

### 14. REPORTS FROM SUBCOMMITTEES

#### SMART

Supervisor Rose reported that the transfer of property negotiations amongst SMART, GGBH&TD, and NWPRA are continuing. Bikeways planning, station planning, and negotiations with Novato concerning their downtown historic station site also are ongoing. She mentioned that the "Colorado DMU" car had been on display in the Bay area recently.

#### Sonoma-Marín Narrows Policy Advisory Group

Chairman Kinsey announced that there is nothing to report because the Policy Advisory Group has not met recently.

### 15. TRANSPORTATION SALES TAX EXPENDITURE PLAN – COMMUNITY ADVISORY COMMITTEE ROSTERS AND STATUS REPORT

Principal Transportation Planner Powell referred to the roster presented in the agenda packet and gave a brief update on the first meetings of the Community Advisory Committees (CACs).

A member of the public requested that they be added to the CAC mailing lists.

The Joint Committee urged staff to keep the CAC presentations simple and focused throughout the process.

### 16. TRANSPORTATION SALES TAX EXPENDITURE PLAN – GUIDELINES FOR LOCAL STREETS AND ROADS ELEMENT

Staff presented the guidelines for the Local Streets and Roads element, noting that 35% of the sales tax revenues would generate about \$5 million per year for local streets and roads. Staff

also noted a proposed revision in STIP policies that would reduce the amount of STIP funding that would be dedicated to local streets and roads projects, thereby leaving STIP funds for larger regional projects.

The Joint Committee comments included: the role of the Community Advisory Committees in reviewing guidelines for the Local Streets and Roads element; a possible allocation or allocation range for the element; the impact on Proposition 42 funds on an allocation for the element; how the regional arterial “showcase” road projects were selected; and confirmation that bicycle and pedestrian needs would be considered in the element.

**M/s Lundstrom/Fredericks to establish a 30% allocation for the Local Streets and Roads Element. After discussion, the joint committee agreed to review and discuss an allocation range during Item 19 of the agenda after review and discussion of related issues in Items 17 and 18. (Motion was left on the floor without a vote.)**

Public comments included: thanks to the Joint Committee for including bicycle and pedestrian considerations in the element; a suggestion to hold off on any permanent decision on an allocation for the element until feedback from the Community Advisory Committees is received; and support for maintaining some flexibility in the allocation percentage if other revenue sources become available, such as Proposition 42.

#### **17. TRANSPORTATION SALES TAX EXPENDITURE PLAN – GUIDELINES FOR SCHOOL ACCESS ELEMENT**

Staff presented the guidelines for the School Access element.

The Joint Committee comments included: the success of the Safe Routes to School Program; the importance of a Crossing Guard Program; implementation of capital safety projects as a priority; matching funds from school districts; folding the “School Pool” Program into the Safe Routes to School Program funding; and the importance of school programs to the voter in a sales tax measure.

Public comments included: a Crossing Guard Program is a low-cost and critically important program to include in the School Access element; capital improvements should be a priority; and school access measures would rally voters in support of a sales tax measure.

#### **18. TRANSPORTATION SALES TAX EXPENDITURE PLAN – GUIDELINES FOR LOCAL TRANSIT ELEMENT**

Nelson/Nygaard presented draft guidelines for the Local Transit element, which focused on projected operating and capital revenues for local transit and the type of local transit services that might be provided or expanded under a future scenario that includes sales tax revenues.

The Joint Committee comments included: sustainability of a local transit system; cooperation and relationship with transit providers in the area; identifying service types and priorities to match our needs; competition for funds; and integration of the School Access element bus programs with the Local Transit element.

#### **19. TRANSPORTATION SALES TAX EXPENDITURE PLAN – PRELIMINARY PERCENTILE RANGES FOR EACH PLAN ELEMENT**

Nelson/Nygaard distributed and presented an Excel allocation tool to Agency Members to help determine the distribution of potential sales tax revenues.

Public comments included: encouragement to think strategically when making allocations; support for School Access programs and projects as a big draw for voters; a suggestion to target investments that meet the Transportation Vision goals; and a question whether an EIR had been considered in the schedule for the sales tax measure.

**After a lengthy discussion on proposed allocations for the various expenditure plan elements, focusing on the School Access and Local Streets and Roads elements, the Chairman confirmed the sense of the Joint Committee that the School Access element should have an allocation range from 10-15% and that the Local Streets and Roads element should have an allocation range from 25-35%. The Chairman also directed staff to work with the Public Works Directors and Community Advisory Committees to develop greater specificity on the list of “showcase” regional arterial roads, targeting segments of roads that need the most repair and maintenance.**

20. OPEN TIME FOR ITEMS NOT ON THE AGENDA

None.

Chair Kinsey adjourned the meeting at 11:04 PM.